

OFFICE OF THE GOVERNOR
ADMINISTRATION
CAPITOL STAFF

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

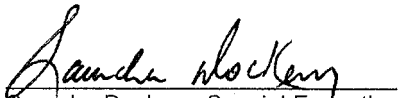
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

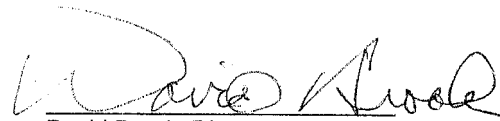
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.


APPROVAL RECOMMENDED



Amy Blinson, Chief Records Officer
Office of the Governor


Saundra Dockery, Special Executive
Assistant to the Governor
Capitol Staff


David Brook, Director
Division of Historical Resources

APPROVED


Beverly Eaves Perdue
Governor


Linda A. Carlisle, Secretary
Department of Cultural Resources

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EXECUTIVE ADMINISTRATIVE ASSISTANT

ITEM 48948. STATE CABINET FILE. Reference copies of records concerning cabinet secretaries and members of the Council of State. File includes memorandums, correspondence, minutes, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33946. GIFTS FILE. Records in paper and electronic formats concerning individuals and companies who have given gifts to the Governor. File includes lists, if created, and correspondence.

DISPOSITION INSTRUCTIONS: Transfer correspondence to the Office of Constituent Services, Mail Tracking Database (and Issues) File, Item 34904. Transfer electronic records to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

ITEM 33951. PHOTOGRAPHS FILE. Photographs received or taken by the office.

DISPOSITION INSTRUCTIONS: Transfer to the Press Office, Photographs File (Item 34035) upon receipt.

ITEM 33952. SUBJECT (ISSUES) FILE. Records in paper and electronic formats concerning various state-related issues. File includes reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

ITEM 34135. INVITATIONS (ACCEPTED) FILE. Records in paper and electronic formats concerning the scheduling of the Governor's accepted activities. File includes itineraries, schedules of events, event briefings, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of the Governor, Administration, Scheduling. [Records transferred 2000-2009, 3 cubic ft in SRC, 1 cubic ft. if not sent to the Mail Tracking (and Issues) Database File (34904).

ITEM 34136. INVITATIONS (DECLINED) FILE. Records in paper and electronic formats concerning invitations and requests to the Governor declined by the Governor's Office. File includes invitations, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of the Governor, Administration, Scheduling.

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ITEM 34138. SCHEDULING SPREADSHEET (ELECTRONIC) FILE. Electronic records concerning events, appointments, and meetings involving the Governor. Electronic file includes requestor, event, times, locations, recommendations and other related data. Electronic file also includes projected schedules. (Comply with the applicable restrictions of G.S. 132-1.7 concerning safety of governmental personnel.)

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of the Governor, Administration, Scheduling.